Annual Evaluation Review Checklist for Evaluators  
*This document is intended to be a checklist to support evaluators with submitting the required documents for the State-Mandated Annual Evaluation Review.*

<table>
<thead>
<tr>
<th>REQUIRED INDICATORS</th>
<th>EVIDENCE</th>
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<tbody>
<tr>
<td>1. Evaluation must align with the Idaho Framework for Teaching Evaluation (as defined by IDAPA 08.02.02.120).</td>
<td>Include documentation from SDE if LEA uses a different framework for teacher evaluations.</td>
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<td>2. At least one (1) documented observation completed by January 1 (as defined by IDAPA 08.02.02.120).</td>
<td>Include observation notes and specific date of observation.</td>
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| 3. A second observation completed by June 1 (as defined by IDAPA 08.02.02.120). | Include observation notes and specific date of observation.  
  - If embedded into the summative evaluation, indicate date and observation notes in the summative evaluation. |
| 4. At least one (1) additional measure of professional practice (as defined by IDAPA 08.02.02.120)  
  - Student input  
  - Parent/guardian input  
  - Portfolio (as defined by IDAPA 08.02.02.007) | Include evidence of ONE of the following:  
  - Student input  
    - Include data to verify survey results that informs the professional practice of the educator.  
    - Surveys without responses are not eligible.  
    - Schoolwide/LEA-wide surveys are not eligible unless the survey informs the professional practice of the educator.  
  - Parent/guardian input  
    - Include data to verify survey results that informs the professional practice of the educator.  
    - Surveys without responses are not eligible.  
    - Schoolwide/LEA-wide surveys are not eligible unless the survey informs the professional practice of the educator.  
  - Portfolio  
    - Portfolios must include an organized collection of artifacts and/or reflection.  
    - If submitting the IPLP, the IPLP must be paired with an organized collection of artifacts and/or reflection to meet the definition of portfolio. |
| 5. At least one (1) measure of student achievement and/or indicator of student success (as defined by Idaho Code § 33-1001) | Evidence (data) must be specific to the subject, grade range, and/or position taught by the instructional staff or pupil service staff. * Growth in student achievement may be considered as an optional measure, as determined by the local board of trustees. |
| 6. At least one (1) summative evaluation completed no later than June 1 (as defined by Idaho Code § 33-514). | The summative evaluation must include a visible date, be aligned to applicable professional standards, and include scores for all 22 components or state approved teaching evaluation framework.  
  - If weighting the summative evaluation toward only two or three of the domains, the evaluation must indicate how this aligns with the individual professional learning plan (IPLP). |